



## Guide to Quality: Title I, Part A School Parental Involvement Policy

School districts may use the guide below to identify the requirements for the school level parental involvement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each school receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy. Therefore, schools are encouraged to use this guide with the sample policies, in consultation with parents, to develop and revise and review annually a school level parental involvement policy that will establish the expectations for parental involvement and strengthen student academic achievement.

	Does the School Parental Involvement Policy:	Section of Title I Law	To make the policy more effective:
<b>Jointly Developed</b>	<b>1 A</b> Describe the purpose of the parental involvement policy along with information about the Title I program.	1118(b)(1)	<ul style="list-style-type: none"> <li>Provide a brief overview of Title I and its purpose, as well as what is included in the school parental involvement policy.</li> </ul>
	<b>1 B</b> Describe how parents will be involved in the development of the school parental involvement policy.	1118(b)(1)	<ul style="list-style-type: none"> <li>Ensure all parents have the opportunity to provide input on the school parental involvement policy by providing several attempts and ways for parents to provide feedback.</li> </ul>
<b>Parent Input</b>	<b>2 A</b> Describe how parents will be involved in the planning, review, and improvement of parental involvement programs.	1118(c)(3)	<ul style="list-style-type: none"> <li>Develop multiple opportunities throughout the year for parents to provide feedback and suggestions.</li> </ul>
	<b>2 B</b> Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their child's education.	1118(c)(3) 1118(c)(4)(C)	<ul style="list-style-type: none"> <li>Provide parents with multiple opportunities to provide suggestions and participate in decision making.</li> </ul>
	<b>2 C</b> Describe how parents will be involved in the development of the schoolwide plan.	1118(c)(3)	<ul style="list-style-type: none"> <li>List the specific opportunities that exist for parents to provide input on the schoolwide plan.</li> </ul>
<b>Annual Title I Meeting</b>	<b>3</b> Describe how the school will convene an annual meeting to inform parents of the requirements of Title I and the school's participation, as well as the parents' right to be involved.	1118(c)(1)	<ul style="list-style-type: none"> <li>Describe how the school will offer a flexible number of Title I Annual Parent Meetings at various times and in varying formats.</li> </ul>
<b>Notifications</b>	<b>4 A</b> Describe how the school will notify parents of the parental involvement policy in an understandable format.	1118(b)(1)	<ul style="list-style-type: none"> <li>Ensure that necessary information is received by parents by providing updates in multiple ways.</li> </ul>
	<b>4 B</b> Describe how the school will provide parents with timely information about Title I programs.	1118(c)(4)(A)	<ul style="list-style-type: none"> <li>Describe the various methods the school will use to communicate information with parents</li> </ul>
	<b>4 C</b> Describe how the school will offer parents a flexible number of meetings and transportation, child care, or home visits.	1118(c)(2)	<ul style="list-style-type: none"> <li>Describe how the school will offer multiple meetings at convenient times for parents to increase participation</li> </ul>
<b>School-Parent Compact</b>	<b>5</b> Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.	1118(d)	<ul style="list-style-type: none"> <li>Work with parents to evaluate commitments and determine how successful each party was throughout the school year in honoring the compact.</li> </ul>

Family Friendly	<p>6 Ensure that the format and language of the policy are family friendly.</p>	<p>1118(f) 1118(b)(1)</p>	<ul style="list-style-type: none"> <li>Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.</li> </ul>
Building Capacity	<p>7 Describe how the school will build parent capacity for strong parental involvement.</p>	<p>1118(e)</p>	<ul style="list-style-type: none"> <li>Describe the various ways the district will implement procedures to build the schools' and parents' capacity.</li> </ul>
	<p>7A Describe how the school will provide assistance to parents in understanding the State's academic standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators.</p>	<p>1118(e)(1) 1118(c)(4)(B)</p>	<ul style="list-style-type: none"> <li>Provide grade level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements.</li> </ul>
	<p>7B Describe how the district will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology.</p>	<p>1118(e)(2)</p>	<ul style="list-style-type: none"> <li>Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home.</li> </ul>
	<p>7C Describe how the school will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.</p>	<p>1118(e)(3)</p>	<ul style="list-style-type: none"> <li>Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals.</li> </ul>
	<p>7D Describe how the school will coordinate and integrate parent involvement programs with Head Start, Reading First, Early reading first, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.</p>	<p>1118(e)(4)</p>	<ul style="list-style-type: none"> <li>Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.</li> </ul>
	<p>7E Describe how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.</p>	<p>1118(e)(5)</p>	<ul style="list-style-type: none"> <li>Provide all parents with materials, correspondence and information in appropriate languages, according to the school population, and a format that is family-friendly.</li> </ul>
	<p>7F Describe how the school will provide other reasonable support for parental involvement activities under this section.</p>	<p>1118(e)(14)</p>	<ul style="list-style-type: none"> <li>Utilize the discretionary items described in Section 1118 to develop strategies to improve parent involvement. Provide opportunities for parents to request additional support and offer input on the improvement of parental involvement programs.</li> </ul>
Measures of Effectiveness	<p>8 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.</p>	<p>This is a best practice and not required.</p>	<ul style="list-style-type: none"> <li>Provide parents with resources and assistance based on the school's needs assessment and parent input.</li> <li>Develop multiple opportunities for parents to receive information and to be involved in the child's education.</li> </ul>

# Oak Elementary School

## Parental Involvement Policy and Plan for Shared Student Success

2014–2015 School Year

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Plan Revised May 31, 2014

### What is Title I?

1A

Oak Elementary is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging state academic standards in reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title

I schools must jointly develop with all parents a written parental involvement policy.



## School Plan for Shared Student Achievement

1A



### what is it?

This is a plan that describes how Oak Elementary will provide opportunities to improve parent engagement to support student learning. Oak Elementary values the contributions and involvement of parents to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Oak Elementary will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

### how is it revised?

Oak Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parental involvement policy, as well as the schoolwide plan, our school-parent compact and the parental involvement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school Web site for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parental involvement. Parents can also give feedback during several parent meetings and activities during the school year including our annual Community Cares event.

### who is it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Oak Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.

### where is it available?

At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, we will mail the plan to all parents in August before the scheduled Open House event. The plan will also be posted on the school Web site. Parents can also retrieve a copy of the plan in the Parent Resource Center.

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## 2014-15 District Goals

All schools in the district will score in the 90th percentile or above as measured by the College and Career Readiness Performance Index (CCRPI).

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## 2014-15 School Goals

On the 2015 CCRPI report, increase the CCRPI performance indicator in reading and mathematics by 5 percent. The focus for reading is:

*K-1: Beginning sounds and sight words*

*K-4: Vocabulary development*

*The focus for math is:*

*K-6: Place value and estimation*

## 5 School-Parent Compacts

As part of this plan, Oak Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students and teachers during the Community Cares event and the School Forum. The school-parent compacts are kept with each child's teacher if parents need a copy.



## Let's Get Together!

Oak Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents will be held twice during the day in the morning before school and in the evening at 7:00 pm.

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### Annual Title I Meeting – September 5, 2014 & September 6, 2014

- ✓ We invite you to an evening of learning and sharing about our Title I program, including our parental involvement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be mailed and posted in the school newsletter and local media.

### Open House – September 10, 2014

- ✓ Meet your child's teacher and our friendly and helpful school staff for the year.

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### New Parent Breakfast – September 11, 2014

- ✓ Learn helpful information to prepare for the school year.

### Parent Math Night – October 10, 2014

- ✓ Learn how to make math fun at home.

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### Kindergarten Coffee House – November 7, 2014

- ✓ Parents will enjoy hearing the latest writing samples and curriculum updates.

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### Parent-Teacher and Student Conferences – October 1, 2014 & February 15, 2015

- ✓ Scheduled updates on your child's progress.

### Taste of Curriculum Night – October 21, 2014

- ✓ Sample a little bite from the different areas of your child's academics.

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### Technology Talk – January 17, 2015

- ✓ Catch up with the latest resources to help support your child's learning.

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### Lunch n Learn – Monthly

- ✓ Gain knowledge about topics relevant to your child's education.

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### Community Cares Fair – March 15, 2015

- ✓ Connect with the school and community to build a better school and review school plans.

### Parent Appreciation – April 3, 2015

- ✓ A celebration of parent engagement and the recognition of parental involvement impact on school and student success.

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### School Forum – May 2, 2015

- ✓ A forum for parents to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parental involvement policy, school-parent compacts and the parental involvement budget.

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*Parent Resource Center*

*Come visit the Parent Resource Center to check out books, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resources.  
Monday – Friday, 7:30 am – 5:30 pm*

**Parental Involvement**

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Oak Elementary believes that parental involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in assisting their child’s learning.
- That parents are encouraged to be actively involved in their child’s education at school.
- That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The carrying out of other activities as described in this plan.

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*Oak Elementary is committed to helping our parents attend the parental activities listed in this plan. Please call or email us if you need assistance with childcare or transportation in order to participate in our programs.*

*(123) 456-7890 or [email@address.com](mailto:email@address.com)*



**Oak Elementary is Branching Out!**

Oak Elementary will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

7E

✓ Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school Web site, and included in the monthly school newsletter for all parents.

7D

✓ Provide monthly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement. Staff will also share best practices during regularly scheduled faculty meetings.

7F

✓ Partner with Head Start and Early Reading programs by conducting joint staff meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for kindergarten and improve school transition.

✓ Share information in English and Spanish on the school blog and in the school newsletter for parents to understand the school’s academic standards and assessments as well as the ways parents can monitor their child’s progress and work with educators.

✓ Communicate with all families and the community on a regular basis regarding schoolwide events and activities, through phone messages, social media, and flyers.

✓ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement.

✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child’s achievement.

8F

✓ Use our Partners in Education and School-Community Team to improve awareness of the activities and events listed in the school parental involvement policy.

✓

Offer literacy and computer classes for parents to help further enhance their various educational levels.

✓

Collect feedback from parents at all events, place input card around the building and post suggestion form on the school website in order to respond to parents’ requests for additional support for parental involvement activities.



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## Parental Involvement Standards

**7F** Oak Elementary and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## School Community Team

**2A** Oak Elementary invites all parents to join the School Community Team to share ideas and ways to involve other parents to build partnerships with school, families, and the community. The team will meet four times during the school year, but parents can also submit their ideas or suggestions at any school activities and meetings, as well as through our parent surveys and website. If you would like to

learn more about the School Community Team, please contact the principal at (123) 456-7890 or complete the interest form and leave it in the Main Office.



## School Community Team

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- Yes, I am interested and wish to join the School Community Team
- Please contact me so I can learn more joining the School Community Team
- Please send me notifications about future meetings and updates

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Share Your Thoughts

2A

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) \_\_\_\_\_

Telephone Number: (optional) \_\_\_\_\_

\_\_\_\_\_  
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